

Budget Workshop Minutes

Board of County Commissioners Hyde County, North Carolina

Monday, May 8, 2017

The FY 2017-2018 Budget Workshop meeting was called to order by Chairman Pugh at 8:15 p.m. on Monday, May 8, 2017 in the Hyde County Government Center, Multi-Use Room, and the Ocracoke Community Center using electronic conferencing equipment.

The following members were present on the mainland: Chairman Earl Pugh, Jr., Vice-Chairman Barry Swindell, Commissioners Dick Tunnell, Benjamin Simmons and Tom Pahl; Attorney Fred Holscher; County Manager Bill Rich; Assistant Manager Kris Cahoon Noble, and Deputy Clerk to the Board Rosemary Johnson.

The following members were present on Ocracoke: Public Information Officer Teresa Adams and members of the public.

FY2017-2018 Hyde County Budget:

County Manager Bill Rich delivered his budget message for FY 2017-2018 at the regular meeting of the Hyde County Board of Commissioners earlier tonight at the regular meeting of the commissioners (budget message is attached).

The new county tax rate will be announced at the June 5 regular meeting after the tax reevaluation is complete.

County Manager Bill Rich and Finance Officer Corrinne Gibbs presented the budget requests (expenditures) from all the departments as follows. All department heads were given the option to personally address the commissioners regarding their budget requests.

EXPENDITURES

Governing Board

104100.0000 - No changes in line items requested.

Administration

104200.0200 – Salaries - \$134,898.00 increased to \$154,843.76
.0500 – FICA Tax Expense - \$11,084.70 increased to \$12,824.75
.0600 – Group Insurance Expense - \$13,831.46 increased to \$16,644.00
.0700 – Retirement Expense - \$9,780.00 increased to \$11,635.78
.1100 – Telephone Expense - \$13,000.00 increased to \$17,000.00
.1101 – Cell Phone Expense - \$6,000.00 increased to \$6,500.00
.1610 – Maintenance Contracts - \$1,500.00 increased to \$51,500.00
.2020 – Salary Part Time-Special Projects - \$10,000.00 increased to \$12,500.00
.4500 – Chamber Contract - \$25,000.00 – decreased to \$5,000.00
.4505 – Codification - \$2,000.00 – increased to \$2,500.00
.5300 – Dues & Subscriptions - \$17,500.00 – increased to \$20,000.00
.9219 – Animal Control - \$10,000.00 – decreased to \$5,000.00
New line item – Lake Mattamuskeet Project - \$15,000.00
New line item – Software Upgrade - \$80,000.00
Total Administration Expenses - \$909,676.76 – increased to \$1,100,781.29

Questions asked relating to the Administration budget were as follows:

Line item .1610 - Commissioner Tom Pahl asked what was covered under the maintenance contract line item. **Manager Bill Rich** responded that the allocation increase will be used to cover the maintenance contract on the new tax office software upgrade.

Line item .0200 - Includes salary reallocation/reclassification for Kris Noble (promoted to Assistant County Manager), Lois Stotesberry (transferred to the Emergency Services department, and Rosemary Johnson (transferred to the County Manager's office).

Line item .4500 - **Chairman Pugh** requested that the Chamber Contract be increased from \$5,000.00 to \$10,000.00 citing that the Hyde Chamber uses some of the funds to publish the Hyde County flyers that are distributed to county visitors and at visitor's centers in other counties.

Line item .5437 - **Commissioner Pahl** requested that the county allocate an additional \$10,000.00 for the Ocracoke Community Park, which is used in part for school functions. The line item is currently \$10,000.00, which is allocated for operating expenses at Engelhard Recreational Park. The park is maintained by the Engelhard Development Corp.

New line item for software upgrade – **Commissioner Simmons** asked how the \$80,000 allocation for software upgrade was going to be used. The allocation will be used for annual maintenance of the new tax office software.

Information Technology

104250.0200-Salaries - \$45,000.00 increased to \$46,125.00
104250.0500-FICA - \$3,442.50 increased to \$3,528.56
104250.0600-Group Insurance - \$6,915.48 decreased to \$6,867.00
104250.0700-Retirement - \$3,262.50 increased to \$3,459.38
Total IT Expenses - \$75,000.00 increased to \$76,359.46

All increases reflected in the IT budget pertain to a 6-month performance pay increase for the IT Manager. No comments.

Elections

104300.1400-Travel - \$7,000.00, increased to \$10,000.00
104300.3300-Department Expense - \$10,000.00 increased to \$15,593.00
Total Elections Expenses - \$78,758.78, increased to \$86,751.78

Finance Officer Corrinne Gibbs reported that increases requested for Elections pertain to staff travel & training expenses. Budget remains unchanged from FY2016-2017.

Finance

104400.0200-Salaries - \$102,035.00-increased to \$103,844.44
104400.0500-FICA - \$7,805.68 increased to \$7,944.10 (adjusted to \$7,990.00)
104400.0600-Group Insurance - \$13,830.96 decreased to \$13,536.00
104400.0700-Retirement Expense - \$7,397.54 increased to \$7,833.33
Total Finance Expenses - \$173,867.04 increased to \$174,053.77

Finance Officer Corrinne Gibbs reported that all increases for Finance pertain to pay increases for staff

Human Resources

104500.0200-Salaries - \$43,613.65, increased to \$45,794.33, adjusted to \$43,613.65
104500.0500-FICA - \$3,336.44, increased to \$3,503.27, adjusted to \$3,336.44
104500.0600-Group Insurance - \$6,915.48 decreased to \$4,610.75, adjusted to \$6,768.00
104500.0700-Retirement Expense - \$3,161.99 increased to \$3,379.62, adjusted to \$3,271.02
Total Human Resources Expenses - \$73,287.97 decreased to \$72,989.12

HR department increases pertain to request for a salary pay increase. Budget remains unchanged from FY 2016-2017 except for adjustment for group insurance and retirement expense. No comments.

Tax Supervisor

104600.0200-Salaries - \$122,548.68, adjusted to \$111,408.00 (adjusted to take out allocation for tax revaluation)
104600.0500-FICA-\$9,374.97 decreased to \$8,522.71
104600.0600-Group Insurance - \$12,772.44 decreased to \$10,152.00

104600.0700-Retirement Expense - \$8,884.78 decreased to \$8,522.71
Total Tax Supervisor Expenses - \$237,880.87 decreased to \$202,905.42

Tax Supervisor Linda Basnight requested that salaries and related expenses for the tax department be adjusted to remove the allocation for the three-year tax revaluation.

There is currently \$7,000.00 allotted for GIS contractual services in the tax supervisor budget.

IT Manager Donnie Shumate informed the group that he is taking classes to become certified in GIS, which would discontinue this line item allocation.

Legal

104700.0000 -No changes in line items requested.
Total Legal Expenses: \$35,000.00

Register of Deeds

104800.0000- No changes in line items requested. Adjustments made for FICA, group insurance and retirement expenses.
Total Register of Deeds Expenses: \$186,398.69

Planner

104900.0200-Salaries – \$83,914.55 decreased to \$47,956.78
104900.0500-FICA - \$3,668.69 increased to \$3,699.37
104900.0600-Group Insurance - \$13,830.96 decreased to \$6,867.00
104900.0700-Retirement Expense - \$3,476.87 increased to \$3,505.94
Total Planner Expenses: \$123,466.30 decreased to \$116,563.09

Decrease in Planning Department expenses reflect the salary reclassification for Kris Noble and Rosemary Johnson. Salary allotment reflects the addition of the new job position of Water and Flood Control Coordinator.

Davis School Building

104903.0000-No changes in line items.
Total Davis School Building Expenses: \$13,200.00

Expenses for utilities, upkeep and contractual service at the Hyde Davis Business Center. Expenses are offset by rental income.

Various Grants

104950.0000-No changes in line item. 100% match request reserve.
Total Various Grants Expenses: \$80,000.00

Public Building Maintenance

105000.0200 – Salaries - \$98,344.00 increased to \$99,056.00
105000.0500 – FICA - \$7,702.00 increased to \$7,757.00
105000.0600 – Group Insurance - \$25,886.19 decreased to \$20,997.00
105000.0700 – Retirement Expense - \$7,299.00 increased to \$7,352.00 (adjusted to \$7,429.20)
105000.1101 – Cell Phone - \$780.00 increased to \$880.00
105000.1270 – Longevity Pay - \$2,330.00 increased to \$2,340.00
105000.1500 – Maintenance and Repairs - \$52,000.00 increased to \$55,000.00
105000.3100 – Gas, Oil and Tires - \$9,074.00 decreased to \$8,000.00
105000.4500 – Contract Services - \$40,560.00 increased to \$41,000.00
105000.5400 – Insurance - \$9,000.00 decreased to \$5,000.00
105000.5401 – Street Signs - \$5,000.00 decreased to \$1,000.00
Total Public Building Maintenance Expenses: \$412,382.00 decreased to \$412,279.98

Sheriff

105100.0200-Salaries Law Officers - \$523,348.85 increased to \$553,121.26
105100.0210-Salaries Dispatchers - \$150,242.38 decreased to \$68,175.00, adjusted to \$35,175.00
105100.0230-Overtime Dispatcher - \$16,000.00 decreased to \$6,000.00

105100.0500-FICA - \$57,573.23 decreased to \$52,731.16, adjusted to \$50,206.66
 105100.0600-Group Insurance - \$138,314.59 decreased to \$128,592.00, adjusted to \$128,593.00
 105100.0700-Retirement Expense Local-\$12,052.57 decreased to \$5,474.12, adjusted to \$3,088.13
 105100.0710-Retirement Expense Law-\$43,676.16 increased to \$48,569.70, adjusted to \$50,087.50
 105100.1101-Cell Phones - \$14,500.00 increased to \$15,500.00
 105100.1270-Longevity Pay-\$5,000.00 decreased to \$4,000.00
 105100.1400-Travel - \$3,000.00 increased to \$5,000.00
 105100.1700-Auto Maintenance - \$11,000.00 increased to \$15,000.00
 105100.1821-Supplemental Retirement Expense - \$28,867.44 increased to \$30,356.06
 105100.2020-Salaries – PT Dispatch - \$4,000.00 (new line item request)
 105100.7401-Copier - \$6,500.00 increase to \$7,500.00
 105100.7425-Misc. Equipment/Capital Outlay - \$50,000.00 increased to \$80,000.00, adjusted to \$50,000.00
Total Sheriff Expenses: \$1,317,669.30 increased to \$1,251,277.62

Budget request reflect the discontinuation of full-time 911 service at the sheriff's office. **Sheriff Guire Cahoon** requested the purchase of three new vehicles and two full-time dispatchers. Request was adjusted to two vehicles and one full time dispatcher. **Commissioner Swindell** noted that a typographical error was made on line item 104100.3600 – Uniforms (entered as \$35,000.00 instead of \$3,500.00, which leaves a difference of \$31,500.00). Using the difference noted, the budget will be adjusted to allow Sheriff Cahoon to hire two employees as requested.

ABC Rehab.

105110.0000-no line item changes requested.
Total ABC Rehab. Expenses: \$1,800.00

DARE

105140.0000 – no budget line requested this year, program has been discontinued.

Court Facilities

105150.0000-no line item changes requested.
Total Court Facilities Expenses: \$10,000.00

Jail

105200.0000-no line item changes requested
Total Jail Expenses: \$103,750.00

Emergency Management

105250.0500-FICA - \$5,064.93 decreased to \$5,034.33, adjusted to \$5,080.23
 105250.0600-Group Insurance - \$6,915.48, decreased to \$6,867.00
 105250.0700-Retirement Expense - \$4,680.92 increased to \$4,856.65, adjusted to \$4,980.62
 105250.1270-Longevity - \$400.00 increased to \$600.00
 105250.1400-Travel - \$2,000.00 increased to \$3,000.00
 105250.1600-Radio System Maintenance - \$30,500.00 increased to \$38,000.00
 105250.3300-Supplies - \$4,000.00 increased to \$5,000.00
 105250.7400-Equipment - \$7,500.00 increased to \$8,000.00
 105250.7500-Generator Maintenance - \$11,000.00 increased to \$12,000.00
Total Emergency Management Expenses: \$189,214.70 increased to \$189,336.09

Commissioner Pahl asked about the increase in the radio maintenance budget. **EM Director Justin Gibbs** responded that the increase is to cover maintenance of all radio systems throughout the county system, not just those in the emergency management department.

Volunteer Fire Departments

105300.9100-Swan Quarter Vol. Fire Dept. - \$17,250.00 increased to \$23,250.00
 105300.9200-Engelhard Vol. Fire Dept. - \$17,250.00 increased to \$23,250.00
 105300.9300-Ocracoke Vol. Fire Dept. - \$17,250.00 increased to \$23,250.00
 105300.9400-Sladesville Vol. Fire Dept. - \$17,250.00 increased to \$23,250.00
 105300.9500-Fairfield Vol. Fire Dept. - \$17,250.00 increased to \$23,250.00

105300.9600-Pungo River Vol. Fire Dept. - \$5,250.00 – remains the same
105300.9700-Ponzer Vol. Fire Dept. - \$17,250.00 increased to \$23,250.00
Total Volunteer Fire Departments Expenses: \$108,750.00 increased to \$144,750.00

Forestry Co. Portion 35%

105310.9700-Forestry Fire Program - \$76,775.00 decreased to \$67,990.00
Total Forestry Co. Portion: \$76,775.00 decreased to \$67,990.00

Inspections

105400.1400-Travel - \$7,300.00 increased to \$8,300.00
Total Inspections Expenses: \$141,166.65 increased to \$142,141.65

Adjustments made for FICA, group insurance and retirement expense.

Commissioner Swindell requested that management look into getting newer vehicles for Jerry Hardison, Building Inspector and Jane Hodges, Airport Manager as they have to drive in less than desirable conditions (dirt roads, muddy and rough terrain, etc.)

Solid Waste

105750.0200-Salaries - \$199,986.00 decreased to \$176,519.00
105750.0500-FICA - \$18,821.00 decreased to \$17,061.00
105750.0600-Group Insurance - \$81,433.55 decreased to \$62,811.00
105750.0700-Retirement Expense - \$17,837.00 decreased to \$16,169.00
105750.1101-Cell Phone - \$1,320.00 increased to \$1,350.00
105750.1270-Longevity Pay - \$1,530.00 increased to \$2,000.00
105750.1300-Utilities-Compactor - \$15,000.00 decreased to \$12,000.00
105750.1400-Travel - \$1,200.00 increased to \$3,800.00
105750.1710-Container Service(Ocracoke) - \$135,000.00 increased to \$163,000.00
105750.1711-Container Service (Mainland) - \$115,000.00 increased to \$117,000.00
105750.2141-Dump Maintenance & Equipment - \$8,000.00 increased to \$9,000.00
105750.2500-Disposal Fees - \$180,000.00 increased to \$215,000.00, adjusted to \$198,000.00
105750.4523-Motor Oil Disposal - \$500.00 increased to \$1,500.00
Total Solid Waste Expenses: \$956,999.50 increased to \$964,999.50

Utilities Director Clint Berry announced that James Blount will be promoted to Solid Waste Supervisor. Clint will be devoting all his time to utilities and maintenance matters.

Hyde County Emergency Medical Services

105920.0200-Salaries-FT- \$624,873.60 increased to \$726,401.14, adjusted to \$673,401.14
105920.0220-Overtime - \$165,000.00 decreased to \$125,000.00
105920.0500-FICA - \$70,801.18 increased to \$78,866.39, adjusted to \$70,306.04
105920.0600-Group Insurance Expense - \$128,693.07 increased to \$157,327.17, adjusted to \$148,896.00
105920.0700-Retirement Expense - \$62,386.66 increased to \$71,285.87, adjusted to \$65,177.49
105920.1270-Longevity Pay - \$3,000.00 increased to \$3,900.00
105920.1700-Vehicle Maintenance - \$15,000.00 increased to \$20,000.00
105920.2020-Salaries PT - \$65,000.00 increased to \$75,000.00, adjusted to \$50,000.00
105920.3100-Gas, Oil and Tires - \$28,000.00 increased to \$32,000.00
105920.3200-Office Supplies - \$7,000.00 increased to \$10,000.00
105920.3600-Uniforms - \$5,000.00 decreased to \$3,500.00
105920.4507-Mattamuskeet EMS Base Loan - \$20,000.00 decreased to \$13,000.00
105920.4600-Medical Supplies - \$60,000.00 decreased to \$35,000.00
105920.9800-Education-Training - \$10,000.00 decreased to \$8,000.00
Total Hyde Co. Emergency Medical Services Expenses: \$1,758,912.57 decreased to \$1,617,812.66

EM Director Justin Gibbs reported that the Hyde County Emergency Management Services is at full capacity and that a back-up ambulance and crew is in place. Justin is also working on an emergency plan for ambulance storage on Ocracoke. Justin added that most all of the EMS personnel on Ocracoke have paramedic status.

Hyde County Health Department

105769.000-105940.0000 Total Health Dept. Expenses: \$1,135,990.72-Decreased to \$1,130,146.03

Note: Several line items are contained under the health department's expenses (line items are not detailed in this report because the health department receives funding through the county from state and federal sources). No comments.

Cooperative Extension:

106050.0000-Budget line items remain the same from FY2016-2017. Cooperative Extension is run through North Carolina State University with 50% county funding. No comments.

Soil Conservation:

106060.1270-Longevity - \$600.00 increased to \$800.00

106060.7400-Equipment - \$4,000.00 increased to \$10,000.00

Total Soil Conservation Expenses: \$136,796.64 increased to \$142,996.64

Veteran Service Officer:

106070.0000-No line item changes requested.

Total Veteran Service Officer: \$10,157.68

Department of Social Services (Administration):

106100.0200-Salaries - \$571,258.81 increased to \$577,917.95

106100.0500- FICA - \$44,634.60 decreased to \$44,219.28

106100.0600-Group Insurance - \$95,884.91 increased to \$98,763.75

106100.0601-Retiree Medical DSS - \$12,895.00 increased to \$13,529.28

106100.0700-Retirement Expense - \$41,835.98 increased to \$42,421.04

106100.1270-Longevity Pay - \$8,200.00 decreased to \$7,200.00

106100.1300-Cost of Space - \$40,000.00 increased to \$45,000.00

106100.1400-Travel - \$25,000.00 increased to \$30,000.00

106100.2020-Salaries PT - \$37,000.00 decreased to \$25,000.00

106100.3600-Food Stamp Issuance Cost - \$3,000.00 increased to \$3,500.00

106100.7411-Equipment for Medicaid - \$25,000.00 increased to \$30,000.00

106100.7502-Day Sheets Program - \$2,000.00 increased to \$2,120.00

Total Department of Social Services Administration: \$1,086,871.30 increased to \$1,102,833.30

Social Services Director Laurie Potter reported that she hired one new employee.

DSS operates with federal and state funding.

Title III:

106110.4500-In-Home Chore Title III-\$17,198.00 decreased to \$14,890.00

Total Title III: \$21,975.00 increased to \$44,346.00

Mattamuskeet Opportunities:

106131.0200-Salaries - \$88,038.00 increased to \$93,096.69 adjusted to \$68,096.00

106131.0500-FICA - \$6,734.91 increased to \$7,121.89

106131.0600- Group Insurance - \$18,924.66 increased to \$20,293.92

106131.0700-Retirement - \$6,455.26 increased to \$6,749.51

106131.1270 - Longevity - \$1,000.00 increased to \$2,000.00

Total Mattamuskeet Opportunities: \$164,222.83 increased to \$172,332.01, adjusted to \$152,331.32

Social Services Director Laurie Potter noted that Mattamuskeet Opportunities is minus one position.

Cultural Arts:

106300.4201-BHM Regional Library - \$42,000.00 increased to \$51,000.00

Total Cultural Arts: \$43,000.00 increased to \$52,000.00

County Manager Bill Rich reported that BHM Library is increasing its operating hours to 5 days a week with some Saturdays. The library is planning to increase its reading materials and programs and is planning to expand.

Airport:

106400.0000-No line item changes requested.

Total Airport: \$93,000.00

Education:

106810.0920-Current Expense - \$1,575,368.00 increased to \$1,747,916.00, adjusted to \$1,627,037.00

106910.0974-Fund 40 - \$86,520.00 increased to \$107,340.00

106910.0975-Fund 41 - \$185,400.00 increased to \$199,800.00

106810.0978-QZAB Bond Payment - \$55,964.00-unchanged

106810.09790-QZAB Bond Payment- \$218,796.16 decreased to \$216,934.49

Total Education: \$2,122,048.16 increased to \$2,327,954.49, adjusted to \$2,207,075.49

General Fund Expenses:

106938.0000-Appropriations to Senior Center - \$100,592.58 increased to \$110,854.00, adjusted to \$105,556.58

- Drainage Department - \$75,000.00 (new)

- Other Funds - \$100,592.58 increased to \$110,854.00

Total General Fund Expenses - \$13,237,634.14 decreased to \$13,103,419.33

Hydeland Home Health:

505800.0000-Line items & all associated line items removed due to sale

Senior Center:

556600.0200-Salaries-FT - \$58,635.00 increased to \$63,637.00, adjusted to \$58,635.00

556600.0500-FICA - \$4,485.58 increased to \$4,486.00, adjusted to \$4,485.58

556600.0600-Group Insurance - \$13,830.96 increased to \$13,831.00, adjusted to \$13,536.00

556600.0700-Retirement - \$4,251.04 increased to \$4,300.00

556600.1100-Telephone - \$1,900.00 decreased \$1,000.00

556600.1200-Postage - \$1,490.00 increased to \$2,300.00

556600.1300-Utilities - \$6,000.00 increased to \$7,500.00

556600.1400-Travel - \$4,000.00 increased to \$5,000.00

556600.7400-Equipment - \$2,000.00 (new)

556600.5500-Contract Services - \$5,200.00 increased to \$6,000.00

Total Senior Center- \$116,992.58 increased to \$127,254.00, adjusted to \$121,956.58

No comments.

Water/Sewer System:

608100.0200-Salaries- \$513,993.00 increased to \$543,666.00

608100.0500-FICA - \$40,548.00 increased to \$42,889.00

608100.0600-Group Insurance - \$159,310.04 decreased to \$99,287.00

608100.0700-Retirement Expense - \$38,026.00 increased to \$40,178.00

608100.1200-Postage - \$9,700.00 increased to \$10,000.00

608100.1270-Longevity - \$5,540.00 increased to \$6,470.00

608100.1300-Utilities - \$155,000.00 decreased to \$150,000.00

608100.1502-Maintenance & Repairs-Sewer - \$15,000.00 increased to \$20,000.00

608100.1700-Vehicle/Building Maintenance - \$5,000.00 increased to \$13,347.00

608100.3100-Gas, Oil and Tires - \$47,000.00 decreased to \$38,000.00

608100.3200-Office Supplies - \$7,000.00 increased to \$7,600.00

608100.3400-Chemicals - \$75,000.00 decreased to \$58,300.00

608100.3601-Uniforms - \$9,850.00 decreased to \$9,500.00

608100.6000-Bad Debt Expense - \$10,000.00 decreased to \$8,000.00

608100.7425-Capital Outlay - \$45,000.00 (new)

608100.7501-Computer Support - \$6,000.00 decreased to \$5,000.00

608100.9201-Bond Interest - \$100,174.00 decreased to \$96,245.00

608100.9202-Bond Principal - \$131,380.00 increased to \$135,118.00

Total Water/Sewer - \$1,646,921.04 decreased to \$1,600,000.00

Occupancy Tax Ocracoke:

764920.0000- Occupany Tax Ocracoke FY2016-2017 equal \$365,005.00 increased to \$385,217.00 for FY2017-2018

Airport Improvements

534100.0000 - \$160,000.00

TOTAL ALL EXPENDITURES - \$15,524,345.90

Recess

Commissioner Pahl made a motion to recess the May 8 budget workshop until May 15 at which time the budget workshop will reconvene to discuss the revenue portion of the budget and receive public comments. Commissioner Simmons seconded the motion and the motion carried on the following vote: Ayes: Pahl, Simmons, Pugh, Swindell, Tunnell; Nays-None; Absent or not voting; None.

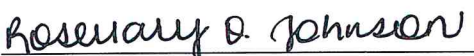
Respectfully submitted:

Minutes approved the 5th day of June, 2017



Earl Pugh, Jr., Chairman
Hyde County Board of Commissioners

Attest:



Rosemary O. Johnson, Deputy Clerk to the Board
Hyde County Board of Commissioners

